

1. The first step is to identify the problem. This involves understanding the current situation and what needs to be changed.

2. The second step is to set goals. These should be specific, measurable, achievable, relevant, and time-bound.

3. The third step is to develop a plan. This involves determining the steps that need to be taken to achieve the goals.

4. The fourth step is to implement the plan. This involves putting the plan into action and making any necessary adjustments.

5. The fifth step is to evaluate the results. This involves assessing the progress made and determining if the goals have been achieved.

6. The sixth step is to reflect on the process. This involves thinking about what worked well and what could be improved for next time.

7. The seventh step is to share the results. This involves communicating the findings to others and learning from their experiences.

8. The eighth step is to continue to improve. This involves ongoing monitoring and evaluation to ensure that the process remains effective.

9. The ninth step is to celebrate success. This involves recognizing the achievements of the team and individuals involved.

10. The tenth step is to document the process. This involves creating a record of the steps taken and the results achieved.

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INTERFERENCE SEARCHED			
Class	Subclass	Date	Examiner

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